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GOVERNOR

**STATE OF NEW JERSEY**  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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**June 24, 2016**  
**NOTICE OF JOB VACANCY**  
**#16-153**

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for interested applicants who meet the requirements listed below:

**TITLE:** Information Technology Specialist  
**SALARY:** \$51,529.95 - \$72,953.46  
**LOCATION:** Division of State Police  
Identification & Information Technology Section  
Network Services Unit  
West Trenton, NJ 08628

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Ensures the proper operation of the Computer Aided Dispatch System. Administers all computer libraries to keep information used in the computer aided dispatch records current. Implements the Computer Aided Dispatch/Records Management System consistent with developing technology and the changing needs for the Division. Develops training standards and schedules to instruct new users in the proper use of the system and retrain users when upgrades occur. Ensures system security by limiting user access with log-in restrictions safeguarding all data, and developing a methodology for recovering lost data, and support approximately 50 sites. In the direction of a supervisor in the Human Resources Office, performs limited, routine, technical duties in connection with and support of one or more various areas of the general personnel program requiring independent application of Civil Service Commission and Department of the Treasury rules, regulations, policies, and procedures as applied to varying situations; does other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

**EXPERIENCE:** One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment.

**NOTE:** Technical Support functions include experience in resolution of on-line production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an on-line environment, and/or space allocation and control of direct access storage devices (DASD management). A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of the indicated experience.

**SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION**

**NOTE:** A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree. Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Civil Service Commission for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In-house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**If you are interested in the position and possess the required education (a copy of degree or transcript required) and experience, please send a cover letter (including job vacancy number) and current resume before the closing date of July 8, 2016 to:**

Teresa Kuntz, Manager I  
New Jersey State Police  
Division Human Resources Section  
[NJSP\\_RESUMES@gw.njsp.org](mailto:NJSP_RESUMES@gw.njsp.org)

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

